

CHAPTER 6: SECTION 1

AGENCY ACCOUNTING GUIDELINES FOR REISSUING EXPIRED COFRS WARRANTS

Introduction:

These agency accounting guidelines are developed by the State Controller's Office (SCO) to assist agencies in performing their accounting responsibilities. This chapter is intended to be sufficiently detailed that if an agency adopts them as procedures, SCO will consider the agency to be complying with legal and regulatory requirements and exercising adequate internal control.

Administrative and operational accounting environments are different in every agency. An agency may need to change these guidelines to meet individual needs. An agency controller may substitute alternate procedures for those described in this chapter or may add or eliminate procedural steps.

The agency controller is expected to use professional judgment to ensure that adequate internal accounting processing controls are used and that compliance with state statutes and fiscal procedures is maintained. The agency controller is also expected to document:

- A. The changes to the guidelines made by the agency; and
- B. The reason(s) changes were made; and
- C. An analysis of the impact of the changes on the agency's ability to maintain adequate internal accounting controls and continue to meet the requirements of relevant state statutes and fiscal procedures

This documentation should be maintained in a manner that makes it readily available to the SCO internal auditor and members of the Office of the State Auditor.

If you have questions or need additional information about reissuing expired warrants, contact Katrina Baker at 303-866-2126.

Purpose:

This document provides agencies with guidance for reissuing COFRS warrants that appear on the Expired Warrant Log (Warrant Expiration Detail Report, Report ID EAP16R) and for warrants that are recorded as expired on the COFRS EXPW table.

Definitions:

Expired Warrant - A stale dated, outstanding warrant that has been purged from the warrant reconciliation header table (WREH). Twice a year, outstanding warrants that are over a year old are expired.

Expired Warrant Log - A listing of expired warrants. The official title is *Warrants Expiration Detail Report*. The COFRS report ID is EAP16R. This report was the permanent record of the expired warrants until June 1997 when the EXPW table was developed.

EXPW Table - The Expired Warrants Table in COFRS that replaces the EAP16R report, beginning with the warrants expired in June 1997. COFRS documentation and instructions on the use of this table are available by contacting Production Support Services (COFRS helpline) at 303-866-6122.

Third Party - Anyone other than the original payee requesting reissuance of an expired warrant.

Power of Attorney - A legal document giving authority to a third party to act on behalf of the original payee (or successor) in collecting funds for an expired warrant. The Power of Attorney must be signed and notarized.

Estate of Payee - Possessions of a deceased payee.

Successor(s) - The person (or persons) entitled to receive money or property from an estate.

Affidavit for Collection of Personal Property Pursuant to Small Estate Proceeding - A legal form used by the successor(s) to claim all or part of an estate worth \$20,000 or less. (See form at the end of this chapter.)

Personal Representative - An individual recognized by a court to either implement the will of a deceased person or administer the estate of a deceased person who died without a will.

Letters Testamentary - A document appointing a personal representative to implement the will of a deceased person. (See form at the end of this chapter.)

Letters of Administration - A document appointing a personal representative to administer the estate of a deceased person who died without a will. (See form at the end of this chapter.)

Taxpayer Identification Number - The federally assigned number used to identify a legal entity for tax purpose. For an individual, the TIN is the social security number. An estate is assigned a federal employer identification number (FEIN) separate from the deceased individual's social security number.

Unclaimed Property Reimbursement Form - The form sent to the agency that reissues the general fund portion of an expired warrant. The agency fills out the form and returns it to the unclaimed property administrator with a copy of the approved payment voucher in order to receive the refund from the Department of Treasury. (See form at the end of this chapter.)

Administrative/Fiscal Requirements:

Agencies are responsible for meeting the following requirements.

- ♦ The final expired warrant log (report EAP16R) must be maintained as a permanent record for all warrants expired prior to June 28, 1997. The EXPW table is the permanent record for all warrants expired June 28, 1997 and later.
- ♦ When a warrant is reissued, a notation must be made on the final expired warrant log or the EXPW table on COFRS, for warrants expired in June, 1997 or later, by recording the reissued warrant number, payment voucher number and date of the reissue.
- ♦ A warrant that is not on a final expired warrant log or recorded as expired on the EXPW table is not an "expired warrant" and may not be reissued using this procedure. To reissue a warrant not listed as expired, please contact the State Controller's Office.

- ♦ A reissued warrant must be for the exact amount of the original warrant.
- ♦ An expired warrant must be reissued to the same payee as the original warrant except in the following cases:
 - When the payee's name has changed. A copy of a marriage license, social security card or court document must be submitted to verify the name change.
 - Deceased payee. A copy of the death certificate must be submitted to establish the death of the payee. An *Affidavit for Collection of Personal Property Pursuant to Small Estate Proceedings*, letters testamentary or letters of administration must be submitted to establish the identity of the successor or personal representative.

Procedures

An expired warrant may be reissued at the request of the original payee, a third party appointed by the payee, the successor or personal representative of a deceased payee, or a third party appointed by the successor or personal representative of a deceased payee. Step 1 of the following procedures addresses each type of request in turn.

Procedural Steps:

STEP 1A. Receive a reissue request from an original payee and require one of the following items as validation to request a reissue of the warrant in the original name.

- ♦ The original expired warrant with a request from the payee requesting its reissue.
- ♦ A letter requesting reissue signed by the payee and containing the original warrant number, payee name and correct amount. An affidavit of lost warrant is acceptable.

IN ADDITION to one of the above items, require proof of a name change to validate a request from the original payee to reissue the warrant to a new name. A marriage license, social security card or court document is acceptable.

STEP 1B. Receive a reissue request from a third party acting on behalf of an original payee. Either the original warrant must be returned with the request or the warrant must be described by warrant number, original payee name and correct amount. Require both of the following items to validate the request.

- ♦ A Power of Attorney signed by the original payee, authorizing the third party to act on his or her behalf. The Power of Attorney must be original, unaltered and notarized and must contain the taxpayer identification number (TIN) of the payee.
- ♦ A photocopy of the original payee's social security card, driver's license, passport or other official document that can be used to verify the signature on the Power of Attorney.

STEP 1C. Receive a reissue request from the successor or personal representative of a deceased payee. Either the original warrant must be returned with the request or the warrant must be described by warrant number, original payee name and correct amount. Require one of the following items to validate the request.

- ♦ A photocopy of the original payee's death certificate.
- ♦ An *Affidavit for Collection of Personal Property Pursuant to Small Estate Proceedings*, letters testamentary or letters of administration.
- ♦ A Power of Attorney signed by the successor or personal representative, authorizing the third party to act on his or her behalf and a photocopy of the successor or personal representative's social security card, driver's license, passport or other official document that can be used to verify the signature on the Power of Attorney. The Power of Attorney must be original, unaltered and notarized and must contain the taxpayer identification number (TIN) of the successor or personal representative.

STEP 2. Check the final expired warrant log (EAP16R) and the EXPW table in COFRS for warrants expired June, 1997 or later to make sure that the warrant for which reissue has been requested is on the log or table, and is expired.

STEP 3A. Confirm that the original payee name on the request is the same as the payee on the final expired warrant log or the EXPW table.

Payee names on the expired warrant log or EXPW table may not be complete. If the original payee cannot be confirmed from the log, use the warrant number and amount to locate the original payee name on the original warrant register and use this name to confirm the original payee name on the request.

STEP 3B. General Fund Warrants - State funds for warrants issued out of fund 100 are transferred to the unclaimed property administrator at the time the warrants are expired, except for the portion recorded as federal funds on the EXPW table. If an agency receives a request to reissue an expired warrant from fund 100 they may reissue the entire amount of the expired warrant and request a refund from the unclaimed property administrator for the amount of the warrant less any federal funded portion recorded on the EXPW table. To request a refund for the general fund portion of the warrant, agencies should call the unclaimed property administrator at 303-894-2443, 303-894-2448, or 1-800-825-2111. A reimbursement form will be sent to the requesting agency by the unclaimed property administrator. The agency must complete the form, notarize it, and return it with a screen print of the approved payment voucher entered for the warrant reissue. Once the reimbursement has been approved by the unclaimed property administrator, the Department of Treasury will process a journal to restore the funds expended from the agency's fund 100 balance sheet account 2751.

STEP 3C. Other Fund Warrants - Funds for warrants issued from funds other than fund 100 are transferred back to the fund from which they were issued. These funds are returned to the issuing fund by an automatic journal created by COFRS when the warrants are expired. They are credited to balance sheet account 2751 (canceled warrants prior year).

If an agency receives a request to reissue an expired warrant from a fund other than fund 100, they must reissue the warrant from the fund from which the original warrant was issued.

STEP 4. Check agency payment records to make certain another payment was not made for the same goods and services. If a subsequent payment has not been made, enter a PV transaction in COFRS to reissue the warrant.

Correct payment procedures will prevent duplicate payments. Examining your agency's payment records for another payment of the same amount to the same vendor provides a final precaution against the possibility that a warrant expired because it was in fact a duplicate payment.

STEP 5. When a warrant is printed and returned, highlight the original warrant number, payee name, and amount on the Expired Warrant Log. Write the reissue warrant number, PV number, and date of the reissue on the log. For the EXPW table, complete the fields for Reissue Warrant number, date, bank card, amount, vendor code and vendor name.

Keeping an accurate record is important to prevent reissuing a warrant more than once.



Mike Coffman
State Treasurer

Benson M. Stein
Deputy Treasurer

Patty White
Program Director

HOLDER REIMBURSEMENT FORM

Attached is a revised Great Colorado Payback Holder Reimbursement Form. The streamlined reimbursement process and new form will assure quick turnaround of your claim for reimbursement.

Complete the following steps to obtain reimbursement:

1. Before you pay your customer, we suggest that you phone our office to verify that a claim has not already been paid by the treasury on the same unclaimed funds.
2. Complete the Holder Reimbursement Form and have it notarized.
3. Attach proof of payment to the owner or reinstatement of the account for which you are requesting reimbursement (copy of cleared item such as front and back of transacted check, credit memo reinstating account, or other supporting document).

Upon receipt of the completed form and proof of payment information, you should be reimbursed within two weeks.

The amount reimbursed by the Colorado State Treasury shall not exceed the amount remitted by the holder for the unclaimed item.

The Great Colorado Payback encourages you to use the reimbursement process for those customers and owners demanding immediate payment or reinstatement of their account. We will make every effort to respond to your request as quickly as possible.

You may make copies of this form and retain them for future use.

Should you have any questions, please contact our office.

1129 LINCOLN STREET, SUITE 1004 DENVER, CO 80203-2136
METRO: (303) 894-2443 TOLL FREE: (800) 825-2111 FAX: (303) 894-2351 EMAIL: greatcoloradopayback@qwest.net



Mike Coffman
State Treasurer

Benson M. Stein
Deputy Treasurer

Patty White
Program Director

HOLDER REIMBURSEMENT FORM

Reported Name (s) _____

Remitted Amount _____

Property Description _____

Report Year _____

Proof of payment to customer/rightful owner must accompany this form.

AUTHORIZATION AND INDEMNITY AGREEMENT

As a duly authorized officer of the reporting institution (holder) _____, I depose and swear under oath that I am authorized to make this affidavit. Based upon personal knowledge the information provided by the reporting institution (holder) to substantiate payment to the owner or reinstatement of the remitted account is true and correct. By demonstrating that the owner or his/her personal representative was paid or reinstated I hereby certify this claim for reimbursement is valid and just. Upon payment by the Colorado State Treasury of the reimbursement described above, the reporting institution (holder), herein names, agrees to indemnify and hold harmless the Colorado State Treasury, its employees and agents from any and all liability, claims, attempts to establish right to payment of the above described funds to the extent of the value of the property so paid or delivered.

By _____ Title _____

State of _____ County of _____

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Signature _____

My commission expires _____

(SEAL)

1120 LINCOLN STREET, SUITE 1004 DENVER, CO 80203-2136
METRO: (303) 894-2443 TOLL FREE: (800) 825-2111 FAX: (303) 894-2351 EMAIL: greatcopyback@qwest.net

**AFFIDAVIT FOR COLLECTION OF
PERSONAL PROPERTY PURSUANT TO
SMALL ESTATE PROCEEDING**

STATE OF _____ }
COUNTY OF _____ } ss.

_____, the affiant(s) herein, being
sworn, state(s):

1. That affiant(s) and _____
is/are the successor(s) of _____, deceased.

2. That the fair market value of property owned by the decedent and subject to disposition by will or intestate succession at the time of the decedent's death, wherever that property is located, less liens and encumbrances, does not exceed twenty thousand dollars.

3. That at least ten days have elapsed since the death of the decedent.

4. That no Application or Petition for the appointment of a personal representative is pending or has been granted in any jurisdiction.

5. That the affiant(s) and _____,
as successor(s) of the decedent, is/are entitled to the payment of any sums of money due and owing to the decedent, and to the delivery of all tangible personal property belonging to the decedent and in the possession of another, and to the delivery of all instruments evidencing a debt, obligation, stock or chose in action belonging to the decedent, in the following respective proportions:

NAME OF SUCCESSOR

PROPORTION

Signature of Affiant

Signature of Affiant

Signature of Affiant

Signature of Affiant

Subscribed and sworn to before me on _____
(date)

(If Notary) My commission expires _____

Notary Public or (Deputy) Clerk of Court

NOTE: This Affidavit is pursuant to Section 15-12-1201 of the Colorado Probate Code as amended effective July 1, 1981. It can be used either by one affiant on behalf of all successors or by all successors as affiants. It can not be used to transfer the title to any real property owned by the decedent.



_____ COURT, _____ COUNTY OF _____, COLORADO Case No. _____, Division _____	
LETTERS	
IN THE MATTER OF <input checked="" type="checkbox"/> THE ESTATE OF	
<input checked="" type="checkbox"/> Deceased <input type="checkbox"/> Protected Person <input type="checkbox"/> Minor <input type="checkbox"/> Incapacitated Person	
(Name) _____ was appointed or qualified by this Court or its Registrar on (date) _____ as:	
<input type="checkbox"/> Personal Representative. <input type="checkbox"/> These are Letters of Administration. (The decedent did not leave a will.) <input type="checkbox"/> These are Letters Testamentary. (The decedent left a will.)	
<input type="checkbox"/> Special Administrator in <input type="checkbox"/> an informal <input type="checkbox"/> a formal proceeding. These are Letters of Special Administration.	
<input type="checkbox"/> Conservator. These are Letters of Conservatorship. <input type="checkbox"/> The protected person is a minor whose date of birth is _____ .	
<input type="checkbox"/> Guardian. These are Letters of Guardianship for <input type="checkbox"/> an incapacitated person. <input type="checkbox"/> a minor whose date of birth is _____ . Appointment or qualification is by <input type="checkbox"/> court order. <input type="checkbox"/> will. <input type="checkbox"/> written instrument.	
<input type="checkbox"/> _____ _____ _____	
These Letters evidence full authority, except for the following limitations or restrictions, if any: 	
Date: _____	_____ (Deputy) Clerk or Registrar of Court
CERTIFICATION	
Certification Stamp	or Certified to be a true copy of the original in my custody and to be in full force and effect as of:
	_____ Date
	_____ (Deputy) Clerk of Court



